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## MAILING INSTRUCTIONS FOR WAGE AND CONTRIBUTION REPORTS

### Mailing Magnetic Media Wage Reports

Mail wage reports on magnetic tape, cartridge, or diskette to:

DWD - UI Wage Record  
P. O. Box 7962  
Madison, WI 53707

DO NOT mail your Contribution Report with your magnetic media wage report. Mail your paper Contribution Report, with or without payment, according to the below instructions for paper reports.

### Mailing Paper Wage Reports

An envelope and a return address sheet are provided with each contribution and wage report. The address sheet contains a different return address on each side of the paper. When mailing the reports, ensure the correct address is shown in the envelope as indicated below:

If **payment** is due, mail the original wage record and contribution reports with payment to:

Department of Workforce Development  
Unemployment Insurance Division  
P. O. Box 78960  
Milwaukee, WI 53278-0960

If **no payment** is due, mail the original wage record and contribution reports to:

Department of Workforce Development  
Unemployment Insurance Division  
P. O. Box 7945  
Madison, WI 53707